

California Energy Commission



CLASSIFICATION: Staff Services Manager I (Supervisor)
(Pending DPA Approval)

TENURE: Permanent/Full Time

TIME BASE: Full Time

SALARY: \$5,079 - \$6,127

LOCATION: Media and Public Communications Office
1516 Ninth Street
Sacramento, CA 95814

FINAL FILING DATE: February 4, 2009

DUTIES/RESPONSIBILITIES:

Can you wear two hats at the same time? Are you comfortable leading a group of talented, independent and knowledgeable staff under tight deadlines? Can you jump from discussing technical energy topics to budgets and workplans to markets strategies and back with the grace of a gazelle? Do daunting tasks and demanding people energize you? If so, consider this. The Energy Commission has a complex and extensive information program and is looking for someone who can help run a Media Office by supervising a team of information, editing and education specialists, understand complex technical topics and explain them clearly to the media, keep their cool while answering endless reporter questions and show no fear in the face of project deadlines. We also require someone who is competent in reviewing and editing complicated data, then writing so the public can understand it. And did we mention excellent people, communication and organizational skills? If you're nodding your head right now, thinking, "Supervising and motivating team members is my passion and information is my middle name," then maybe you are just the person we're looking for to help lead our team.

This position will require the Staff Services Manager to provide leadership, direction, and coordination to an interdisciplinary team of information officers, education specialists and the Commission's editor. The incumbent assists the Assistant Executive Director with program planning and marketing strategies for the Commission's information services, and public relations to advance the agency's mission. As team lead, the incumbent will meet with senior management to keep them apprised of the agency's activities, take on media calls and communications regarding complex and technical areas, pitch energy stories and research and write content for the Commission's Web-site and marketing materials. The ability to edit releases, brochures, reports, Web information, notices and correspondence is a must.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant will have:

- Excellent interpersonal skills, including a proven ability to supervise, organize and motivate multiple team members as well as work independently on complicated topics and at own initiative
- Ability to deliver finalized work products under tight deadlines
- Knowledge of energy policies and programs a plus

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- Understanding or background in public/media relations or marketing a plus
- Excellent writing skills, editing and experience
- Excellent communication skills
- Ability to establish and maintain effective working relations with staff, media and other professionals
- Knowledge of MicroSoft Word and other computer programs

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. **Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Janet Gregory RPA#180-569
Personnel Office
1516 Ninth Street, MS 3
Sacramento, CA 95814
916-654-4311

(California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

For more information about the above and other programs at the California Energy Commission, visit our web site at [www.energy.ca.gov].

